

City of Sanford/ County of Lee / Town of Broadway

SIGN PERMIT APPLICATION

900 Woodland Avenue, Sanford, North Carolina 27330

Telephone (919) 718-4656

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County of Lee

City of Sanford

Town of Broadway

APPLICATION DATE: _____ Stand Alone Permit? New Construction? Bldg Permit#

CONSTRUCTION ADDRESS: _____ **PARCEL #:** _____

OWNER NAME: _____ **PHONE #:** _____

OWNER ADDRESS (If different from Construction Address): _____

CONTRACTOR NAME: _____ **PHONE #:** _____

CONTRACTOR ADDRESS: _____ **PIN#:** _____

(Note: Need PIN# in order to mail in application!)

SIGN INFORMATION:

SIGN TYPE	#	SIGN TYPE	#	SIGN TYPE	#
WALL		PERMANENT*		LIGHTED**	
CONSTRUCTION		FREE STANDING GROUND*		CANOPY	
MULTIPLE BUSINESS		DIRECTORY		IDENTIFICATION	
PARAPET		BILL BOARD		MONUMENT*	
		PYLON (High-Rise)		AWNING	

SURFACE AREA OF SIGN: _____ **Sq.Ft.**

TENANT/BLDG. FRONT: _____ **Ln.Ft.**

OVERALL HEIGHT OF FREESTANDING SIGN: _____ **Ln.Ft.**

Zoning District: _____

*MUST HAVE LANDSCAPING.

**MUST OBTAIN ELECTRICAL PERMIT.

ENGINEERED DRAWINGS ARE REQUIRED FOR ALL WALL SIGNS!

I hereby certify that the above information is correct to the best of my knowledge and the installation will conform to applicable ordinances. I further agree to indemnify and save harmless the City of Sanford and Lee County from any liability, damages or losses resulting directly or indirectly from the erection, use, maintenance or alteration of the sign or signs described herein.

CONTRACTOR / APPLICANT

DATE

LICENSE NUMBER

PLANNING DEPARTMENT APPROVAL ATTACHED?

INSPECTOR REVIEWED BY: _____ **DATE:** _____

SIGN PERMIT APPLICATION

Please take note of the following regulations pertaining to freestanding signs

FREESTANDING AND/ OR MONUMENT SIGNS

- Freestanding, ground and/or monument signs shall be permanently secured to the ground so there is no danger that the sign may be moved by wind or other forces and cause injury to persons or property.
- Freestanding, ground and/or monument signs shall be located at least **ten feet behind the street right-of-way lines.**
- Freestanding signs shall not exceed a height of 25 feet, except specifically permitted in the shopping center zoning district.
- No freestanding sign shall be placed less than 40 feet from another freestanding sign.
- Freestanding signs shall not be located on satellite parcels of real estate, whether deed or easement connects the parcel.
- All freestanding, ground and/or monument signs shall be landscaped around the base of all poles and/or foundations. The size of the landscaped area shall be determined by multiplying the height of the sign **from the ground up** by the width of the sign and dividing by two. In no case shall the size of the landscaped area be less than 40 square feet. A sketch plan indicating the area of the landscaped area and the number and type of plants shall be submitted along with the application.

The following information must be provided in its entirety before approval of a freestanding sign.

- * It is the applicant's responsibility to provide a detailed site plan showing the leading edge of the sign at least ten feet behind the street right-of-way line.
- * A detailed drawing of the footing detail must be provided for all new or relocated freestanding signs.

WALL SIGNS

Please take note of the following regulations pertaining to wall signs.

- No sign shall project more than 18 inches from the building wall.
- Signs shall be mounted to the building and shall not extend above the parapet of the building.
- Signs of ten square feet or less may be attached to canopies provided they are located at least eight feet above the surface of the sidewalk at the sign's lowest point.
- Wall signs shall be located behind the street right-of-way lines.

The following information is required for approval of a wall sign.

- A detailed drawing of the wall including the height and length and the location of the sign on the wall is required. Please include the height and length of the proposed sign.
- Engineered drawings are required for all wall signs.

* A separate sign permit application is required for each sign.

* Additional information may be required depending on your signage request. Please do not hesitate to ask for any relevant information or details.